



Date: October 10, 2012

Position Title: **RSVP Support Services Coordinator – Part-time**

Department: Retired and Senior Volunteer Program

Posting Deadline: October 19, 2012

Senior Services - Southwest Michigan is seeking to fill a part-time, non-exempt Retired and Senior Volunteer Program (RSVP) Support Services Coordinator position.

This position, reporting directly to the RSVP Director, is responsible to coordinate in-home support services and Helping Hands, Happy People. Will also assist the RSVP Director with the management and operation of RSVP. 50+ volunteers report directly to this position. This position will recruit, interview, place, train, supervise, support, evaluate and recognize in-home support services and Helping Hands, Happy People volunteers. Will be responsible to maintain accurate records, coordinate monthly volunteer time sheet processing and requests for reimbursement. Will conduct the monthly new volunteer orientation in the absence of the RSVP Special Projects Coordinator. Will also be responsible to contribute articles to the quarterly RSVP newsletter for in-home support services.

Position requires a Bachelors level degree in Human Services or related field or a combination of degree plus experience. Experience in volunteer management and/or program development and a working knowledge of community resources preferred. Experience working with seniors and/or people with disabilities preferred. Good oral and written communication skills required. Must be highly organized and detail oriented, coordinating multiple projects simultaneously. Computer literate and familiar with Microsoft software packages such as Word, Excel and Publisher. Must have the ability to conduct community presentations. Personal transportation and a valid State of Michigan driver license required.

Apply in person between the hours of 9:00 a.m. and 3:00 p.m. at the Senior Services, Inc. office, 918 Jasper Street, Kalamazoo, MI 49001; fax to: 269-382-3189; or email to: [humanresources@seniorservices1.org](mailto:humanresources@seniorservices1.org) (**no phone calls, please**).

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